

UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
2021 GREENEBAUM SUMMER FELLOWSHIP INSTRUCTIONS & APPLICATION

Greenebaum Summer Fellowships are available each summer to Brandeis law students who work in unpaid public interest positions through funding from the Samuel L. Greenebaum Public Service Program. Unfortunately, due to limited funding, not all students applying for a Greenebaum Summer Fellowship may receive an award. The Public Interest Committee, consisting of Brandeis faculty and staff, will review applications and determine which law students will be granted a Greenebaum Summer Fellowship award. This summer the Committee hopes to award approximately 15-20 Greenebaum Summer Fellowships to students completing their first or second year of law school. Fellowship amounts normally range between \$500 and \$4000.

Eligibility to Apply:

- A summer position must be secured before a law student is allowed to apply for funding (proof must be submitted with application).
- The work must be **legal** volunteer work with a nonprofit, government agency or judge. Remote work is acceptable provided the position is properly supervised.
- Externship credit through the law school or a salary from the employer is prohibited to apply.
- The position will be full-time for 8 weeks and part-time positions will be considered. Students who secure two part-time volunteer positions may apply for combined funding for both (e.g., one part-time position with a judge and one part-time position with Legal Aid).
- Candidates must be degree-seeking students at the Brandeis School of Law. Exchange students and visiting students are not eligible.
- Candidates for the fellowship must have completed the first-year core curriculum (at least 20 credit hours) before the fellowship begins in the summer and be returning Fall Semester 2021. December 2021 graduates may apply.
- Students must be in good academic standing (GPA 2.0 or above) by the end of this academic year when spring semester grades are released.
- Students who are awarded a Greenebaum Summer Fellowship are encouraged not to enroll in summer classes since the money awarded may be diverted by the Financial Aid Office to cover summer tuition. Direct any questions regarding summer classes and eligibility to the Financial Aid Office. The OPD staff cannot provide any assistance if this occurs.

Application Process:

Complete and submit the following documents via the OCI module on Symplicity:

- a. **Application Form** available in the Document Library on Symplicity – Note that you only need to include the application, not these instructions.
NOTE: The employer’s name, mailing address, contact name, attorney supervisor, title, email and phone number must be included on your application to be considered for funding.
- b. **Current Resume**
- c. **Cover letter.** Be sure to cover following topics:
 1. Your interest in this position and you selected it
 2. How the summer experience will assist you with your career goals and enhance your legal skills
 3. Any prior work, skills, training that tie with this career path
 4. Address your cover letter to: Laurel Hajek, Assistant Dean Office of Professional Development, Brandeis School of Law, Louisville, KY 40292

- d. **Proof that the job for which funding is being requested has been offered** and that it is **unpaid**. A copy of the letter or email from the employer offering the position is sufficient. This documentation must indicate the number of hours per week you will be working and confirm that you will be supervised by an attorney. ***If you have already accepted the position, so indicate in your application materials.**
- e. **Copy of job posting** for the position to which you applied. If not available, explain why and do your best to provide an accurate job description.

Award Procedures:

There are no interviews for this fellowship. There will be two sessions within which to apply:

First Session: “Early Selection Period”. The first session will open on February 15, 2021 and will remain open until March 15, 2021. Students will be notified within 1-2 weeks whether they will receive summer funding. If you applied under the “Early Selection Period” and are not granted funding, you may reapply under the “Regular Selection Period”.

Second Session: “Regular Selection Period”. The second session will open on March 15, 2021 and will remain open until April 29, 2021. Students will be notified within 1-2 weeks whether they will receive summer funding.

The latest date the application process will remain open on Symplicity is April 29, 2021 assuming all funds have not been awarded. The Public Interest Committee will consider the following factors when selecting fellowship recipients:

- A candidate’s application materials.
- How a fellowship will support a candidate’s career objectives.
- A candidate’s past, present, and future commitment to public service.
- Financial need, including whether a candidate is receiving additional summer funding from other sources.
- Additional costs incurred by a candidate working out of town. The Committee will give special consideration to students who have secured placements out-of-town if they incur additional costs in furtherance of their careers by taking such a position.
- Whether a candidate has received fellowship funding or other Greenebaum funds in the past.
- A candidate’s professionalism and service to school/community.
- A candidate’s coursework and class year.
- The organization/agency where the candidate plans to work, including how many other Brandeis students are receiving fellowship funds to work at this organization/agency.

Students who are granted a fellowship will be notified via email. Any student who applies but does not receive a fellowship will be contacted by the Office of Professional Development staff and notified that all funds have been awarded in May and that they were not selected as a 2021 Summer Greenebaum Fellow.

NOTE: If awarded a fellowship, the summer employer must sign an employer agreement and non-discrimination statement before the fellowship becomes official. Failure of an employer to agree to the law school’s policies will terminate any ability for the law school to offer a summer fellowship. Additional requirements will be explained by OPD staff to individual students if a fellowship is offered.

**UNIVERSITY OF LOUISVILLE BRANDEIS SCHOOL OF LAW
GREENEBAUM PUBLIC SERVICE PROGRAM
2021 GREENEBAUM SUMMER FELLOWSHIP APPLICATION FORM**

****This must be typed. Please only upload the application (not the instructions) if possible when you apply.**

APPLICANT INFORMATION

Student Name: _____ **Graduation Date (month/year):** _____

Student Email: _____ **Phone #:** _____

Local Address: _____

Number of Class Credits Completed by upcoming summer: _____ **GPA:** _____

Have you registered or do you plan to register for a summer class? _____ If so, what class will you be registering for?

2021 SUMMER EMPLOYER INFORMATION

Organization's Name: _____

Organization Address: _____

Contact Person (Name, Title, Phone #, and email): _____

Attorney Supervisor Name: _____

E-mail: _____ **Phone No.:** _____

(If Supervisor not yet determined, provide the name and contact information of someone who may be contacted if questions, e.g. HR Director or hiring attorney): _____

List website for organization where you will be working. If there is a webpage devoted to your summer program, include that, as well: _____

List in 1-2 sentences the purpose of the organization: _____

Summer Start Date:

End Date:

Hours Per Week:

Length of summer position (# of weeks):

Summer Job Title:

Provide a short description of your summer job tasks and responsibilities, including how your work will positively impact the population or interest being served by the above-named organization. (Word Limit: 500):

Have you worked at this employer before?

If so, when?

Check here if you have been paid by this employer in the past. Explain:

SUMMER EXPENSES & FUNDING SOURCES

Will this position require you to incur significant travel costs for leaving the Louisville area? _____

If so, explain the travel fees and costs:

Will this summer position require you to find and pay for new or additional housing out-of-town? _____

If so, explain the additional burden you will incur by accepting the position (e.g. indicate if you will be paying rent on two apartments) and provide the estimated housing costs for your 10-week internship as well and any monthly mortgage or rent you would be paying in the Louisville area (do not include food expenses):

If your summer position is in the Louisville area, will you have to pay a mortgage or rent this summer? _____

If yes, what is the monthly amount for which you are personally responsible each month to pay? _____ (if other(s) contribute to this cost, only include your share of the costs).

Will you be receiving any form of compensation or benefits from this employer during the summer? _____

If yes, explain:

Have you requested funding from other sources or will be requesting funding? If so, list the source(s) and amount requested/received. You must notify Jina Scinta at jina.scinta@louisville.edu, the Coordinator for the Greenebaum Program, or Dean Hajek, the Director for the Greenebaum Program, if you receive funding for your summer position from any other source. This obligation continues after you submit your application up to and including until the date when you begin your summer position.

Other than scholarships towards tuition, have you received any fellowships, grants or other monetary support from the law school, Office of Professional Development, or Student Bar Foundation while you have been in law school? _____ If so, list sources of funding and the amounts received:

PUBLIC SERVICE COMMITMENT

List your past commitment to public service prior to law school (Word Limit: 750)

List your commitment to public service while you have been in law school. (Word Limit: 750)

**Samuel L. Greenebaum
Summer Fellowship Application
Acknowledgement of Responsibilities as a Fellow**

If I receive a Greenebaum Summer Fellowship, I agree to provide a 3-5 page after-action memo about my experience to Jina Scinta, the Public Service Coordinator, in the Office of Professional Development. I will also provide a photo and short quote and allow the OPD to use any of these in news releases for the school, on the website or other announcements or promotional materials for the law school.

I also understand that if I am selected to receive a fellowship I must follow all rules and procedures required by the Office of Professional Development as they relate to the fellowship including, but not limited to timely completing required paperwork to receive the fellowship; timely submitting bi-weekly time sheets; ensuring my summer employer completes all required paperwork; and submitting all original copies of my signed time sheets at the end of the summer.

If any changes to the above information occur, including whether I receive any other funding sources, I understand I must notify the Coordinator or Director for the Greenebaum Public Service Program.

Print Name

Signature

Date

When signing this application, please click on the signature box and follow the prompts to use Adobe E-Signature. You must have Adobe Acrobat Reader installed. To download a free version, go to <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

Please check here if you are typing your signature above in lieu of an electronic signature. By checking this box, you acknowledge you have agreed to the above requirements.

**Samuel L. Greenebaum
Summer Fellowship Application
Authority to Share Academic Records**

Student name: _____

I agree to release and share my academic records with the Selection Committee for the Samuel Greenebaum Summer Fellowship.

Signature

Date

Please check here if you are typing your signature above in lieu of a signature. By checking this box, you acknowledge you have agreed to the above requirements.